

**MISSOURI DEPARTMENT OF ELEMENTARY AND SECONDARY EDUCATION
SCHOOL FOOD SERVICES**

METHODS OF COLLECTION & MEAL COUNTING

Local Education Agency _____ Date _____ Agreement No. _____

All meal counting methods must have a built-in accounting system at the point of service to record numbers of free, reduced price and full price meals actually served daily. The point of service is that point at which it can be determined that the food items served/selected constitute a reimbursable meal.

From each of the sections below, choose all methods currently used. If a different method is used or if additional information is required to explain the method used, please describe in the space provided or on a separate sheet of paper. If a computerized system is used, please go to Section IV after completing Section I.

I. Fund Collection (full price and reduced price eligible students)

- _____ a. Students pay for meals daily _____, weekly _____, monthly _____, by the semester _____, yearly _____. (Check all that apply.)
- _____ b. Students may _____/may not _____ prepay meals.
- _____ c. Students may charge meals and pay at a later date.
- _____ d. Students do not pay for meals.
- _____ e. Meal payment is made in the classroom _____, school office _____, cafeteria _____, another location _____. (Check all that apply.)
- _____ f. Another method is used. Explain: _____

II. Cards, Tickets, Tokens

- _____ a. All _____/some _____ schools in the LEA use meal cards, tickets or tokens: elementary _____, middle/junior high _____, senior high _____. (Check all that apply.)
- _____ b. All _____/some _____ students at these school(s) use meal cards, tickets or tokens.
- _____ c. Meal cards, tickets or tokens are distributed in the classroom _____, school office _____, cafeteria _____, another location _____. (Check all that apply.)
- _____ d. Meal cards, tickets or tokens are coded using a number code _____, letter code _____, date code _____, signature code _____, another code _____. (Check all that apply.)
- _____ e. All student meal cards, tickets or tokens are the same size and color.

III. Meal Accountability and Monitoring Methods

- _____ a. All _____/some _____ schools in the LEA use a roster system: elementary _____, middle/junior high _____, senior high _____. (Check all that apply.)
- _____ b. All students' names are listed on the roster.
- _____ c. The roster is marked by the classroom teacher _____, food service employee _____, another person _____. (Check all that apply.)
- _____ d. The students' names are marked on the roster after a reimbursable meal is served/selected.
- _____ e. The students' names are marked on the roster before a reimbursable meal is served/selected. (Requires State agency approval.)
- _____ f. Marks on the roster are counted to arrive at a total number of free, reduced price, and full price reimbursable student meals served. (Must count each category.)
- _____ g. Each student presents their meal card, ticket or token to a teacher _____, food service employee _____ or another person _____ at the point of service after a reimbursable meal is served/selected.
- _____ h. Each student presents their meal card, ticket or token to a teacher _____, food service employee _____, another person _____ before a reimbursable meal is served/selected. (Check all that apply.) (Requires State agency approval.)
- _____ i. Meals are monitored for compliance to the appropriate meal pattern.
- _____ j. All students eligible for free or reduced price meals have access to all serving areas offering a reimbursable meal.
- _____ k. Another method is used. Explain: _____

IV. Computerized Point of Sale Systems

- _____ a. The name(s) of the computerized system used _____.
- _____ b. All _____/some _____ schools in the LEA use this system: elementary _____, middle/junior high _____, senior high _____. (Check all that apply.)
- _____ c. This is a debit system. Students deposit money into an account. Purchases are subtracted from the balance.
- _____ d. This is a meal card _____/cardless _____ system. (Check all that apply.)
- _____ e. Meal cards are scanned at the point of service.
- _____ f. Meal cards are collected at the point of service and scanned later.

- _____g. Students_____, food service employee_____, another person_____ enters an identifying number into a keypad at the point of service.
- _____h. Each student presents medium of exchange to cashier before a reimbursable meal is served/selected. (Requires State agency approval.)`
- _____i. Meals are monitored for compliance with the meal pattern.
- _____j. After all students are served a daily report is generated indicating the number of free, reduced price, and full price reimbursable student meals served/selected.
- _____k. All students eligible for free or reduced price meal benefits have access to all serving areas offering a reimbursable meal.
- _____l. Another method is used. Explain:_____

SAMPLE CODING METHODS

Number Coding: Free meal cards, tickets or tokens may use a four-digit number, reduced price a five-digit number, and full price a six-digit number.

Number coding by Series: Numbers 1 through 1,999 may be free meal cards, tickets or tokens, numbers 2,000 through 2,999 may be reduced price, and numbers 3,000 through 3,999 may be full price.

Names: Meal cards, tickets, or tokens may have the child's name on them and can later be compared to a roster.

Date Stamp: Meal cards, tickets, or tokens may have the date stamped on them in different locations. For instance, cards, tickets, or tokens with the date stamped at the top may be full price, in the middle free, and on the bottom reduced price.

Hole Punch: Holes may be punched in different locations on the meal card, ticket, or token. For instance, a hole punched at the top may be full price, in the middle free, and at the bottom reduced price. Location codes should be changed two or three times during the year.

NOTE: Marking codes that can be easily duplicated or altered to a different code must be avoided.

PROHIBITED CODES: Free, reduced price, or paid. F, R, P. Color Coding.

CODES NOT RECOMMENDED: X,Y,Z. 1,2,3. A,B,C. AAA,BBB,CCC

If the Methods of Collection & Meal Counting system(s) that will be used for the 2004-2005 school year is different from the previous school year, please complete and return form to:

**School Food Services
Department of Elementary and Secondary Education
PO Box 480, Jefferson City, MO 65102
FAX (573) 526-3897**